

**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

October 31, 2014

- 1) Welcome and Introductions
- 2) Update on the Police Series Assessment Center Revisions
- 3) Update on the 'Rule of Three' Demonstration Project
- 4) Discussion regarding the proposed rule change to section 250.50 of the Illinois Administrative Code (residency)
- 5) Electronic Data Submission – Quarterly Exemption Report
- 6) Temporary Return from Layoff – benefit impact
- 7) Continuation of Review of Proposed Changes to Exemption Procedures Manual
- 8) Other University System Office Activities
 - a) Staffing Update
 - b) Audit Update
 - c) Class Plan Update
 - Deletion of old/unused classes
 - Elimination of typing requirements
 - d) Legal Update
 - e) Budget Update
- 9) Other Topics
 - 2015 proposed meeting dates
 - January 30, 2015
 - May 1, 2015
 - July 31, 2015
 - October 30, 2015

Rule Of Three Demo Data
Summary Report by Classification

State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802

Classification Title	No. Pos	Avg SP	Avg PP	Standard Diversity Applicants			Program Diversity Applicants			Selection Standard Pool				Selection Program Pool			
				M	F	V	M	F	V	M	F	V	Total	M	F	V	Total
Accountant I	8	3.38	3.38	6	17	2	7	17	2	0	5	0	5	2	1	0	2
Accounting Associate	16	5.56	13.00	42	60	12	75	133	11	5	6	0	7	2	5	0	5
Administrative Assistant I	25	5.16	7.36	57	121	0	85	175	0	8	15	0	15	5	10	0	10
Assistant Facilities Manager	1	8.00	23.00	0	0	8	2	3	8	0	0	0	0	0	0	0	0
Assistant Program Director	2	5.50	5.50	8	7	0	8	7	0	0	0	0	0	1	1	0	1
Business/Administrative Associate	113	5.33	12.29	128	389	53	246	915	56	11	50	3	51	7	36	1	37
Clinic Nurse	57	3.65	5.23	5	193	3	9	274	3	1	42	2	42	1	11	0	12
Grounds Worker	11	3.45	5.36	4	2	4	12	2	7	0	1	2	3	2	0	0	2
Human Resource Associate	34	4.97	9.65	70	139	7	140	248	25	5	11	0	12	8	17	0	18
Information Technology Manager/Administrative Coordinator	10	4.10	4.70	2	4	6	2	6	5	2	0	2	4	0	0	0	0
Information Technology Support Associate	66	4.59	8.30	79	81	23	128	117	34	7	9	2	15	5	4	1	9
Information Technology Technical Associate	129	4.04	5.81	124	112	44	173	168	52	26	29	6	47	6	3	0	7
Medical Assistant	28	3.25	5.11	47	87	5	82	133	5	7	18	1	20	3	7	0	7
Office Support Assistant	29	4.31	6.03	10	109	1	12	147	3	1	20	0	20	1	7	0	7
Police Officer	12	4.33	6.67	6	0	31	10	20	38	2	0	5	5	0	1	1	2
Program/Student Advisor	26	13.31	17.35	200	230	1	257	299	0	8	13	0	15	3	5	0	5
Total	567	4.87	8.33	788	1551	200	1248	2664	249	83	219	23	261	46	108	3	124

Rule Of Three Demo Data

Summary Report by University and Classification

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Urbana, IL 61802

University/Agency	Classification Title	No. Pos	Avg SP	Avg PP	Standard Diversity Applicants			Program Diversity Applicants			Selection Standard Pool				Selection Program Pool			
					M	F	V	M	F	V	M	F	V	Total	M	F	V	Total
Eastern Illinois University	Grounds Worker	5	3.80	4.60	0	2	2	0	2	4	0	1	1	2	0	0	0	0
	Information Technology Manager/Administrative Coordinator	1	5.00	6.00	0	0	3	0	0	3	0	0	1	1	0	0	0	0
	Information Technology Technical Associate	10	5.50	6.50	3	4	8	6	5	8	0	1	1	2	1	1	0	2
Governors State University	Administrative Assistant I	1	6.00	6.00	6	6	0	6	6	0	1	1	0	1	0	0	0	0
	Information Technology Support Associate	1	5.00	7.00	4	3	1	4	3	1	0	0	0	0	0	0	0	0
Illinois State University	Business/Administrative Associate	17	3.82	7.35	3	45	1	13	91	1	1	8	0	8	0	4	0	4
	Human Resource Associate	4	3.75	6.75	1	12	0	1	24	0	0	2	0	2	0	2	0	2
	Information Technology Manager/Administrative Coordinator	1	3.00	3.00	1	0	0	1	0	0	1	0	0	1	0	0	0	0
	Information Technology Support Associate	12	5.67	8.58	12	17	0	19	18	0	0	0	0	0	2	0	0	2
	Information Technology Technical Associate	18	3.22	4.33	9	11	0	16	17	0	1	1	0	2	0	0	0	0
	Office Support Assistant	2	3.00	4.00	1	5	0	2	7	0	0	1	0	1	1	1	0	1
	Program/Student Advisor	2	4.00	7.00	2	6	0	2	9	0	0	2	0	2	0	0	0	0
Illinois Student Assistance Commission	Information Technology Technical Associate	4	1.75	1.75	6	2	1	7	2	1	4	2	1	4	0	0	0	0
Northeastern Illinois University	Administrative Assistant I	1	20.00	25.00	11	17	0	12	21	0	1	1	0	1	0	0	0	0

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					M	F	V	M	F	V	M	F	V	Total	M	F	V	Total
Northern Illinois University	Accountant I	2	5.00	5.00	3	5	0	3	5	0	0	2	0	2	0	0	0	0
	Administrative Assistant I	2	9.50	12.00	0	18	0	1	23	0	0	2	0	2	0	0	0	0
	Assistant Program Director	1	2.00	2.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Business/Administrative Associate	5	9.00	13.40	2	35	2	6	45	2	0	2	0	2	0	2	0	2
	Grounds Worker	1	4.00	4.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Information Technology Support Associate	14	3.86	6.07	9	18	0	15	26	0	1	3	0	3	1	2	0	2
	Information Technology Technical Associate	19	3.05	4.11	12	14	0	22	22	0	2	6	0	7	0	0	0	0
	Program/Student Advisor	2	4.00	9.00	3	7	0	5	14	0	0	0	0	0	0	0	0	0
Southern Illinois University Edwardsville	Accounting Associate	1	10.00	11.00	4	8	5	5	9	0	0	0	0	0	1	1	0	1
	Business/Administrative Associate	2	6.00	11.50	0	8	2	0	16	2	0	0	0	0	0	1	0	1
	Human Resource Associate	3	4.67	7.33	3	11	0	6	16	0	0	0	0	0	2	3	0	3
	Information Technology Manager/Administrative Coordinator	1	3.00	5.00	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	Information Technology Support Associate	7	3.71	14.29	3	5	10	7	20	16	1	1	0	2	0	1	0	1
	Information Technology Technical Associate	11	4.45	10.36	7	17	11	8	30	19	1	4	0	4	1	0	0	1
	Police Officer	4	6.00	12.00	4	0	16	8	20	24	0	0	2	2	0	1	1	2
Southern Illinois University School of Medicine	Accountant I	2	3.00	3.00	0	5	0	0	5	0	0	2	0	2	0	0	0	0

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					M	F	V	M	F	V	M	F	V	Total	M	F	V	Total
Southern Illinois University School of Medicine	Accounting Associate	2	2.00	2.00	0	2	1	0	2	1	0	1	0	1	0	0	0	0
	Administrative Assistant I	1	1.00	1.00	0	1	0	0	1	0	0	1	0	1	0	0	0	0
	Business/Administrative Associate	8	2.88	3.00	2	18	2	2	17	2	0	6	0	6	0	1	0	1
	Clinic Nurse	57	3.65	5.23	5	193	3	9	274	3	1	42	2	42	1	11	0	12
	Human Resource Associate	2	3.00	4.00	1	4	0	1	6	0	1	1	0	2	0	0	0	0
	Information Technology Manager/Administrative Coordinator	2	2.50	2.00	0	0	2	0	0	1	0	0	1	1	0	0	0	0
	Information Technology Support Associate	14	4.71	4.93	7	15	2	8	15	2	1	3	0	4	0	0	0	0
	Information Technology Technical Associate	11	1.82	1.82	6	7	2	6	7	2	2	4	2	6	0	0	0	0
	Medical Assistant	19	2.84	3.53	14	51	5	15	63	5	3	14	1	16	0	3	0	3
	Office Support Assistant	7	2.86	3.14	2	18	0	3	20	0	0	5	0	5	0	1	0	1
University of Illinois (Chicago)	Police Officer	5	3.40	4.20	0	0	11	0	0	10	0	0	1	1	0	0	0	0
	Accountant I	2	1.50	1.50	2	2	0	2	2	0	0	0	0	0	1	1	0	1
	Accounting Associate	5	6.60	9.40	29	25	0	38	36	0	4	3	0	4	0	0	0	0
	Administrative Assistant I	19	4.26	6.63	40	77	0	66	122	0	6	9	0	9	5	10	0	10
	Assistant Program Director	1	9.00	9.00	8	7	0	8	7	0	0	0	0	0	1	1	0	1
	Business/Administrative Associate	25	4.20	6.64	65	82	0	108	130	0	8	11	0	11	4	7	0	7
	Grounds Worker	4	3.00	7.00	4	0	0	12	0	0	0	0	0	0	2	0	0	2
	Human Resource Associate	11	4.82	12.64	45	47	0	102	107	18	4	4	0	4	4	6	0	6

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					M	F	V	M	F	V	M	F	V	Total	M	F	V	Total
University of Illinois (Chicago)	Information Technology Manager/Administrative Coordinator	2	2.00	2.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Information Technology Support Associate	11	4.09	8.18	33	13	3	60	19	3	2	2	1	3	1	1	0	2
	Information Technology Technical Associate	29	3.17	3.86	52	21	1	62	27	0	14	7	0	15	3	2	0	3
	Medical Assistant	8	4.25	9.13	33	33	0	67	67	0	4	4	0	4	3	3	0	3
	Program/Student Advisor	22	15.00	19.05	195	217	1	250	276	0	8	11	0	13	3	5	0	5
University of Illinois (Division of Specialized Care for Children)	Business/Administrative Associate	3	2.67	6.00	0	6	0	0	16	0	0	3	0	3	0	0	0	0
	Information Technology Manager/Administrative Coordinator	1	12.00	13.00	0	3	1	0	4	1	0	0	0	0	0	0	0	0
University of Illinois (Springfield)	Business/Administrative Associate	13	4.69	6.38	5	41	0	8	58	0	1	11	0	11	1	1	0	1
	Information Technology Manager/Administrative Coordinator	1	8.00	11.00	0	1	0	0	1	0	0	0	0	0	0	0	0	0
	Information Technology Support Associate	3	9.00	15.00	3	6	2	4	7	6	2	0	1	3	0	0	0	0
	Information Technology Technical Associate	5	5.80	9.60	5	7	1	5	8	2	1	2	0	2	0	0	0	0
	Police Officer	3	3.67	3.67	2	0	4	2	0	4	2	0	2	2	0	0	0	0
University of Illinois (Urbana-Champaign)	Accountant I	2	4.00	4.00	1	5	2	2	5	2	0	1	0	1	1	0	0	1
	Accounting Associate	8	5.25	18.25	9	25	6	32	86	10	1	2	0	2	1	4	0	4
	Assistant Facilities Manager	1	8.00	23.00	0	0	8	2	3	8	0	0	0	0	0	0	0	0
	Business/Administrative Associate	40	7.08	22.08	51	154	46	109	542	49	1	9	3	10	2	20	1	21

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					M	F	V	M	F	V	M	F	V	Total	M	F	V	Total
University of Illinois (Urbana-Champaign)	Human Resource Associate	14	5.79	9.43	20	65	7	30	95	7	0	4	0	4	2	6	0	7
	Information Technology Manager/Administrative Coordinator	1	1.00	1.00	1	0	0	1	0	0	1	0	0	1	0	0	0	0
	Information Technology Support Associate	4	3.00	12.25	8	4	5	11	9	6	0	0	0	0	1	0	1	2
	Information Technology Technical Associate	22	6.95	10.36	24	29	20	41	50	20	1	2	2	5	1	0	0	1
	Medical Assistant	1	3.00	3.00	0	3	0	0	3	0	0	0	0	0	0	1	0	1
	Office Support Assistant	19	5.00	7.26	7	82	1	7	116	3	1	13	0	13	0	5	0	5
Western Illinois University																		
	Administrative Assistant I	1	2.00	2.00	0	2	0	0	2	0	0	1	0	1	0	0	0	0
	Grounds Worker	1	3.00	4.00	0	0	2	0	0	3	0	0	1	1	0	0	0	0
	Office Support Assistant	1	4.00	7.00	0	4	0	0	4	0	0	1	0	1	0	0	0	0
Total		567	4.87	8.33	788	1,551	200	1,248	2,664	249	83	219	23	261	46	108	3	124

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Section 250.50 Examinations

- a) Kinds of Examinations. Examinations shall be of two kinds: original entry and promotional. Both kinds shall be open and continuous competitive examinations. For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.
- b) Eligibility to Compete in Examinations
 - 1) Any citizen or resident of the State of Illinois, who applies for examination in a specific class at a constituent place of employment served by the University System, who is not rejected or disqualified under subsection (c), and who meets the minimum qualifications as prescribed in the class specification, shall be admitted to the examination. For classes requiring valid licenses or certificates, an applicant must show possession of the license or certificate at, or prior to, time of taking the examination. Out-of-state applicants may also be admitted for examination in accordance with conditions outlined in subsection (b)(6).
 - 2) A promotional examination shall be open to a status employee in a place of employment, who is not rejected or disqualified under subsection (c), who meets the minimum qualifications specified in the class specification for a higher class in the appropriate promotional line and who, in addition, is working by virtue of a status appointment, in a position of a lower class in the same promotional line, is on leave of absence from such a position, or is on layoff from such a position.
 - 3) An applicant who fails to meet the minimum qualifications established for the class, but who can offer qualifications that in the opinion of the Executive Director are considered to be compensatory, shall be admitted to the examination for the class. The names of all applicants who pass the examination shall be placed on the appropriate register in order of score.
 - 4) In the absence of a name of a candidate on any existing register for a class, an applicant who does not possess the minimum qualifications for the class and cannot present compensatory qualifications may be admitted with prior approval of the Executive Director to the examination for the class for the purpose of attempting to fill a specific vacancy. The name of an applicant so admitted, and who passes the examination, shall remain on the register only until the specific vacant position has been filled.
 - 5) In accordance with the Americans with Disability Act (ADA), any applicant with a recognized disability may receive an accommodation for

SUBTITLE A

~~any examination maintained by the University System. Such accommodations are to be administered in coordination with requirements contained in the ADA, the State Universities Act and Code, and other applicable policies at each employment location. An applicant with a physical handicap who fails a section or sections of an original entry examination because of circumstances directly related to the handicap, who is subsequently employed in the absence of a register, may, after six months of satisfactory service, upon recommendation of an employer and written approval of the Executive Director, be declared exempt from qualifying on the failed section or sections of the examination, in which case he/she shall become a status employee in the position in which he/she has been employed or in another position in the same class.~~

- 6) For classes within the professional, semi-professional, or managerial occupational areas requiring highly technical or professional qualifications for which a broader recruitment base is typically applied, out-of-state residents may be admitted to the examination and equally considered~~there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, out-of-state residents may be admitted to the examination. In these instances when~~ When the Illinois citizenship or residency requirement is waived, out-of state candidates must establish Illinois residency within 90 calendar days of any employment offer or final appointment~~in-state candidates shall be listed on the register ahead of out-of-state candidates.~~

- 7) Any applicant may rewrite an examination for a class three times within any twelve month period, with at least one month time lapse between every rewrite. The candidate's place on the register for the class shall be determined by the highest score achieved on any examination for the class.

~~A) For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.~~

~~B) The limitations of this Section do not apply to an applicant who fails the typewriting and transcribing sections of an examination.~~

- c) Rejection or Disqualification of Applicants. The employer may reject any applicant; or, after examination, the Executive Director may refuse to certify any candidate who, in addition to requirements specified in Section 36f of the State Universities Civil Service Act [110 ILCS 70/36f] and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, abuses intoxicating substances~~beverages to excess~~, uses illegal

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drugs or narcotics, has been dismissed from either private or public service for a cause detrimental to his/her employment by an employer under the University System, has maintained an unsatisfactory employment record, has practiced deception or fraud in his/her application, examination, or material pertaining to these, or has committed an offense that in the judgment of the Executive Director disqualifies him/her for employment.

d) Character of Examinations

- 1) Examinations shall consist of one or more of the following: written test; performance test; oral test; physical test; aptitude test; practical test; other appropriate tests; a rating of experience and training.
- 2) All examination content shall be provided by the staff of the University System.
- 3) All examination supplies and materials and all examinations are the property of the University System.
- 4) An original entry or promotional examination may be revised, with the approval of the Executive Director, without affecting existing original entry or promotional registers for the class, providing the revision does not change the character or weighting of sections of the examination.
- 5) Upon approval of the Executive Director, the ~~The~~ character or weighting of sections of an original entry or promotional examination may be changed, ~~with the approval of the Executive Director, provided providing that~~ there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument; and ~~providing, further, that the character or weighting of the~~ current examination has been in use for a period of at least one year; ~~. At least 30 calendar and providing, further, that 45~~ days advance notice of the change shall be given to all appropriate employers who shall then communicate the notice in writing to each candidate ~~then~~ on an original entry or promotional register by score and shall further communicate the notice in writing to any applicant who applies for an original entry or promotional examination during the ~~3045~~-day notice period. During the ~~3045~~-day notice period, qualified applicants and (including candidates whose names are already on the register by score); ~~at their request,~~ will be scheduled for the examination upon his/her request. At the end of the ~~3045~~-day period the previous original entry or promotional registers of candidates by score will be voided, and a new original entry register or promotional registers by score shall be established on the basis of the new examination.

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e) Administration of Examinations:

- 1) As approved by the Executive Director, examinations shall be scheduled and administered by the employer. The examinations shall be conducted on an open and continuous basis. ~~Upon request by the employer and approval by the Executive Director, except for~~ examinations to original entry registers at each place of employment; ~~may be closed up to six calendar months when as requested by the employer and approved by the Executive Director, that have~~ a sufficient number of candidates on the register ~~has been established and that preclude~~ further recruitment and testing ~~is not required for a period of time.~~
- 2) In making ~~the a~~ determination to ~~close reopen (or close)~~ an ~~original entry~~ examination, the Executive Director will consider requests by the employer ~~or other individuals~~ based on the number of positions in the class, projected new positions, and annual turnover rate. ~~Also, for examinations that have been closed for six months or more, the Executive Director will review the need for continuing the approval of a closed examination.~~ The employer shall be responsible for the security of all examination materials ~~in the employer's custody, and access to any electronic examination process, as provided supplied~~ to the employer by the University System ~~so long as they are in the employer's custody.~~

f) Rating of Examinations

- 1) The Executive Director and the staff of the University System shall use appropriate scientific techniques and procedures in rating tests and in determining resulting rank to the end that all competitors receive uniform and fair treatment.
- 2) Failure in any portion of a total examination, the passing of which is deemed necessary to qualify for eligibility in the class for which the applicant is being examined, shall eliminate the applicant from passage of the complete examination, regardless of his/her score in other portions of the examination. For each eliminating test and the final average in an examination, the Executive Director shall announce the minimum acceptable rating.
- 3) The passing score for eligibility for certification shall be determined by the Executive Director. This score shall be the same for all examinations given for a class, but it may be changed if, in the judgment of the Executive Director, the change is for the best interest of the University

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System, and the change shall be applicable uniformly to all examinations for the class. The passing score shall be made known to all those taking the examination.

- 4) An applicant who fails to gain eligibility for employment in a higher class may, at the discretion of the Executive Director, elect to accept eligibility for a lower appropriate class, if his/her scores on all appropriate parts of the examination are sufficient to qualify him/her for the lower class.
- 5) All examination scores shall be on a scale of 1 to 100, with decimal points in examination scores being rounded off to the nearest whole number, i.e., with below .5 having the decimal points dropped and with .5 or above being rounded to the next whole number.

g) Notification and Review of Scores

- 1) An applicant shall be sent a written notice of the date and results of his/her examination. The notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
- 2) All requests ~~by~~ applicants for formal review of examination scores shall be submitted ~~made~~ to the Executive Director.

h) Filing of Examination Records. All examinations, and all examination components, administered by the employer shall be retained by the employer, in accordance with the employer's record retention policy, or in accordance with the University System's record retention policy.

(Source: Amended at 11 Ill. Reg. 8942, effective May 8, 1987)

(Source: Amended at 12 Ill. Reg. 3457, effective February 1, 1988)

(Source: Amended at 12 Ill. Reg. 17079, effective October 7, 1988)

(Source: Amended at 13 Ill. Reg. 7324, effective May 1, 1989)

(Source: Amended at 37 Ill. Reg. 419, effective December 26, 2012)

Add Civil Service Data



Select Quarter

Select University/Agency

	Total	Non State Funded
Civil Service Status	<input type="text"/>	<input type="text"/>
Civil Service Temporary	<input type="text"/>	<input type="text"/>
Civil Service Extra Help	<input type="text"/>	<input type="text"/>
Civil Service Provisional	<input type="text"/>	<input type="text"/>
Civil Service Learners	<input type="text"/>	<input type="text"/>
Civil Service Interns	<input type="text"/>	<input type="text"/>
Civil Service Apprentices	<input type="text"/>	<input type="text"/>

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